

## Catawba County Emergency Medical Services

### Off-Duty Employees

Catawba County EMS currently staffs enough employees at all times to handle most calls and/or emergency situations that may arise. Occasionally there will be times in which the EMS crew feels the need for additional assistance with a procedure or advanced medical care on a scene that cannot be fulfilled by fire or rescue, but does not need to utilize another EMS crew. Fortunately, in Catawba County, some EMS employees respond to calls off-duty as members of fire and/or rescue agencies throughout the county, and possess a valuable skill or training that can be utilized while off-duty.

#### ➤ **Situation**

- The lead Paramedic may place an off-duty employee on the clock when that employee can provide valuable assistance needed by the EMS unit on scene due to the patient's condition and when waiting for the arrival of another EMS crew is not in the best interest of the patient.
- A Paramedic may place himself / herself on the clock if the on-scene EMS crew is not staffed at the Paramedic level and the patient's condition warrants Paramedic level care.
  - Immediately following the call the on-duty personnel must notify the on-duty Shift Supervisor of the situation.

#### ➤ **Requirements**

- **\*\*NO** off-duty staff may be placed on the clock while being paid by another agency.
- The employee being placed on the clock must hold a certification higher than the EMT-Basic level.
- Off-duty staff may be placed on the clock if the above criteria are met and the off-duty employee agrees to be placed on the clock.
- An off duty employee will only receive reimbursement for time when the services they provided were above that of their normal duties as a volunteer responder.

#### ➤ ***Timesheets and Documentation***

- Timesheets will reflect the time the employee was placed on the clock along with the CAD Number and the employee who placed him/her on the clock.
- The lead paramedic will document all procedures, meds given, etc. by the employee placed on the clock in the patient care report. The off-duty employee will sign the Signature sheet in the appropriate area as either the Primary Caregiver or a Secondary caregiver.
- If the employee being placed on the clock is the highest certified employee on that crew, he/she must complete the patient care report.